

**50.35. Type 1**

1. Except for Non-Discretionary Annexation Related Zoning Map Amendment applications, the decision making authority for all Type 1 applications shall be the Director. For Non-Discretionary Annexation Related Zoning Map Amendment applications, the decision making authority shall be the City Council.
2. Except for Non-Discretionary Annexation Related Zoning Map Amendment applications, the decision making authority shall approve, approve with conditions, or deny an application subject to a Type 1 procedure within approximately twenty eight (28) calendar days after the date the application was deemed or determined to be complete. In the case of a Type 1 application for a site that is identified on the Local Wetland Inventory (LWI), the decision shall be made within forty (40) calendar days. In either case, an applicant may request in writing a continuance of the time for decision by the Director, not to exceed a total of 180 calendar days from the date the application was deemed or determined to be complete. The decision making authority shall issue a decision prior to the conclusion of the continuance of time. The decision making authority may consider new evidence the applicant introduces with or after such request for continuance. [ORD 4312; June 2004]
3. The written notice of decision for Type 1 applications, except for Non-Discretionary Annexation Related Zoning Map Amendment applications, shall be mailed to the applicant and include the following information:
  - A. A brief summary of the proposal and the application which is the subject of the decision, the decision and any conditions of approval.
  - B. A description of the site reasonably sufficient to inform the reader of its location including site address, if available, map and tax lot number, site zoning, and name of the NAC in which the proposal is located.
  - C. A statement of the facts upon which the decision making authority relied to determine whether the application satisfied or failed to satisfy each applicable approval criterion.
  - D. The decision to approve or deny the application, and, if approved, any conditions of approval necessary to ensure compliance with the applicable criteria.

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- E. A statement that the decision is final, unless appealed as provided in Section 50.60 within twelve (12) calendar days after the date of the notice or may be modified pursuant to Section 50.95. The notice shall state in boldface type the date and time by which an appeal must be filed. The statement shall describe the requirements for filing an appeal of the decision.
  - F. A statement that the complete case file, including findings, conclusions and conditions of approval, if any, is available for review. The notice shall list when and where the case file is available and the name and telephone number of the City representative to contact about reviewing the case file.
- 4. If an applicant does not intend to appeal the decision, the applicant may complete a form stating such intention. Upon submittal of said form to the City, the decision shall be final and no further appeal period shall be necessary.
  - 5. In the case of Non-Discretionary Annexation Related Zoning Map Amendment applications, if the Council intends to adopt an ordinance to change a zoning designation, the City Attorney shall prepare same. Ordinances shall thereafter be adopted pursuant to the City Charter. The City Council shall adopt or approve written findings which demonstrate that the approval complies with applicable approval criteria.
  - 6. In the case of Non-Discretionary Annexation Related Zoning Map Amendment applications, the written notice of decision shall include the following:
    - A. A statement that no discretion was exercised in the assignment of the zoning district designation and that the assigned zoning district designation is consistent with the Washington County - Beaverton Urban Planning Area Agreement (UPAA) in effect at the time of application.
    - B. A statement that the decision is final but may be appealed to a court of competent jurisdiction. [ORD 4265; September 2003]
    - C. A statement that the complete case file is available for review. The statement shall list when and where the case file is available and the name and telephone number of the City representative to contact for information about the case.

**50.40. Type 2**

1. The decision making authority for a Type 2 application shall be the Director.
2. Approximately seven (7) calendar days after the application has been determined to be or deemed complete, the Director shall mail a written notice to:
  - A. The applicant and the property owner.
  - B. The NAC in which the subject property is located and any other NAC whose boundaries are within three hundred (300) feet of the subject property.
  - C. Owners of property within three hundred (300) feet of any property line that is the subject of the application. The most recent property tax assessment roll of the Washington County Department of Assessment and Taxation shall be used for determining the property owner of record. The failure of a property owner to receive notice does not invalidate the decision.
3. The written notice of the pending application shall include the following information:
  - A. The case file number for the application.
  - B. A description of the site reasonably sufficient to inform the reader of its location including map and tax lot number, and if available, site address, site zoning, and name of the NAC in which the proposal is located.
  - C. A map showing the subject property in relation to other properties.
  - D. A summary of the application.
  - E. A listing of the applicable approval criteria by Development Code section number.
  - F. When and where information about the application may be examined and the name and telephone number of the City representative to contact about the application.

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- G. A statement that a meeting of the Facilities Review Committee will occur on a specified date with the applicant to discuss technical issues associated with the application and the date of such meeting.
  - H. A statement that interested parties can submit written comments, but, to be considered, the City must receive those comments no later than the comment closing date, which is a specific date established by the Director and which is approximately twenty eight (28) calendar days from the date the application is determined to be or deemed complete. The comment closing date shall be listed in boldface type.
  - I. A statement that the decision shall be made after the comment closing date.
- 4. Within approximately seven (7) calendar days after the application has been determined to be or deemed complete and in no case less than twenty (20) calendar days before the decision making authority's decision, the Director shall publish in a newspaper of general circulation in the City of Beaverton a summary of the application, the comment closing date on the application, the date of the Facilities Review Committee technical meeting with the applicant, and the date on which a decision will be made on the application.
  - 5. Not more than ten (10) calendar days after the application has been determined to be or deemed complete, the applicant shall post on the site at least one (1) notice signboard provided by the Director for that purpose. The signboard shall be posted in a conspicuous place visible to the public on or in the vicinity of the property subject to the application. The signboard shall state with minimum two (2)-inch high letters the case file number and the telephone number where City staff can be contacted for more information.
  - 6. Subject to the limitations set forth in Section 50.25.10, the applicant may amend the application during a period of time of up to and including fourteen (14) days after the application has been determined to be or deemed complete.

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7. Approximately twenty eight (28) calendar days after the application has been determined to be or deemed complete, the Director shall convene the Facilities Review Committee to review technical aspects of the application with the applicant.
8. Within approximately thirty five (35) calendar days after the application has been determined to be or deemed complete, the applicant shall submit to the Director an affidavit certifying where and when the notices referred to in Section 50.40.5 were posted.
9. Within approximately seven (7) calendar days after the Facilities Review Committee technical meeting, the Facilities Review Committee shall forward a written report to the Director.
10. Within approximately fourteen (14) calendar days after the Facilities Review Committee technical meeting, the Director shall issue a written decision on the application to the applicant, the property owner, the NAC in which the subject property is located, and interested parties that submitted written comments prior to or on the comment closing date; provided, [ORD 4265; September 2003]
  - A. The decision making authority shall consider the application, the applicant's supplement to or amendment of the application, if any, and the timely and relevant comments on the application. The decision making authority may consider comments and responses received from the applicant, the public, or both after the comment closing period on the proposal; and
  - B. An applicant may request in writing a continuance of time, not to exceed a total of 180 calendar days from the date the application was determined to be or deemed complete. The decision making authority shall issue a decision prior to the conclusion of the continuance of time.
11. A decision shall include:
  - A. A brief summary of the proposal and the application which is the subject of the decision, the decision, and any conditions of approval.

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- B. A description of the site reasonably sufficient to inform the reader of its location including site address, and if available, map and tax lot number, site zoning, and the NAC in which the proposal is located.
- C. A statement of the facts upon which the decision making authority relied to determine whether the application satisfied or failed to satisfy each applicable approval criterion and assurance of compliance with the approval criteria.
- D. The decision to approve or deny the application and, if approved, any conditions of approval necessary to ensure compliance with applicable criteria.
- E. A statement that the decision is final, unless appealed as provided in Section 50.65 within twelve (12) calendar days after the date of the decision or may be modified pursuant to Section 50.95. The notice shall state in boldface type the date and time by which an appeal must be filed. The statement shall describe the requirements for filing an appeal of the decision.
- F. A statement that the complete case file, including findings, conclusions and conditions of approval, if any, is available for review. The notice shall list when and where the case file is available and the name and telephone number of the City representative to contact about reviewing the case file.

**50.45. Type 3**

1. Except for Street Vacation application, the decision making authority for all Type 3 applications shall be either the Planning Commission or Board of Design Review. For Street Vacation application, the decision making authority shall be the City Council.
2. Within approximately seven (7) calendar days after the application has been deemed complete, the Director shall mail a written notice to:
  - A. The applicant and the property owner.
  - B. The NAC in which the subject property is located and to any other NAC whose boundaries are within five hundred (500) feet of the subject property.
  - C. Owners of property within five hundred (500) feet of the property that is the subject of the application. The most recent property tax assessment rolls of the Washington County Department of Assessment and Taxation shall be used for determining the property owner of record. The failure of a property owner to receive notice does not invalidate the decision.
3. The written notice of the pending application shall include the following information:
  - A. The case file number for the application.
  - B. A description of the site reasonably sufficient to inform the reader of its location including map and tax lot number, and if available, site address, site zoning, and name of the NAC in which the proposal is located.
  - C. A map depicting the subject property in relation to other properties.
  - D. The nature of the application and the proposed use. In the case of a zone change, the nature of the uses which could be authorized.
  - E. A listing of the applicable approval criteria by Development Code section number.

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- F. When and where information about the application may be examined and the name and telephone number of the City representative to contact about the application.
  - G. A statement that a meeting of the Facilities Review Committee will occur on a specified date with the applicant to discuss technical issues associated with the application and the date of such meeting.
  - H. The date, time and location of the hearing before the decision making authority, and a statement that the hearing will be conducted in accordance with the adopted rules of procedure.
  - I. A statement that the decision will be made after the hearing closes.
  - J. A statement that failure to raise an issue in a hearing, by testifying in person or by letter, or failure to provide statements or evidence with sufficient specificity to afford the decision making authority an opportunity to respond to such issue, precludes appeal to the Land Use Board of Appeals on that issue.
  - K. A statement that a copy of the staff report will be available for inspection at no cost at least seven (7) calendar days before the hearing, and a copy will be provided at reasonable cost.
  - L. A statement that a copy of the pre-application conference comments, all documents and evidence submitted by or on behalf of the applicant and applicable criteria are available for inspection at no cost and will be provided at reasonable cost.
4. Within approximately seven (7) calendar days after the application has been determined to be or deemed complete and in no case less than twenty (20) calendar days before the decision making authority's initial hearing, the Director shall publish in a newspaper of general circulation in the City of Beaverton a summary of the application, a date by which public comment on the application should be submitted to the Director, the date of the Facilities Review Committee technical meeting with the applicant, and the place, date, and time of the decision making authority's hearing on the application under review.



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5. In addition to the provisions of Sections 50.45.2, 50.45.4, and 50.45.8, the following noticing timelines shall apply for the following applications:
  - A. If the proposal is a Quasi-Judicial Zoning Map Amendment application (Section 40.97.15.1), the Director shall send the notice outlined in Section 50.45.3 by certified mail to the owner of property as shown on the current records of the Washington County Department of Assessment and Taxation which are subject to the proposed zone change at least thirty (30) days prior to the public hearing.
  - B. For any Zoning Map Amendment application which includes all or part of a mobile home or manufactured dwelling park, as defined in ORS 446.003, the Director shall mail the notice outlined in Section 50.45.3 to each existing mailing address for tenants of the mobile home or manufactured dwelling park at least twenty (20) days but not more than forty (40) calendar days before the date of the initial hearing on the application. The applicant for such a zone change shall pay the costs of such notice, which shall be in addition to fees otherwise applicable to the application.
6. In addition to the noticing procedural requirements contained in Sections 50.45.2 through 50.45.4, a Street Vacation proposal shall be subject to the following procedures:
  - A. The newspaper notice of the proposed ordinance for street vacation described in Section 50.45.4 shall be published for at least two consecutive weeks prior to the public hearing.
  - B. A copy of the hearing notice described in Section 50.45.3 shall be made available in City Hall and the City Library.
  - C. At least fifteen (15) calendar days before the hearing for the street vacation, the applicant shall post a signboard, provided by the City at cost, at each terminus of the proposed street vacation. The sign shall contain the legend with minimum two inch (2") high letters "NOTICE OF STREET VACATION", the case number, the telephone number where City staff can be contacted for more information, and a statement that includes the date, time and place of the hearing of the City Council before whom the public may testify. The applicant is responsible for assuring that the sign is posted for a continuous period of at least fifteen (15) days.

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7. In addition to the noticing procedural requirements contained in Sections 50.45.2 through 50.45.4, an application for the demolition of a historic building or structure shall be subject to the following procedures:
  - A. The applicant has advertised such building for sale and/or removal from the site, with such advertisement to run once per week over two consecutive weeks, no less than seven days apart, in a newspaper of general circulation in the City of Beaverton.
  - B. The applicant has posted a sign on the property for a continuous period of at least thirty (30) calendar days prior to the hearing. The sign shall be provided by the City and be posted in a prominent and conspicuous place within ten feet of a public street abutting the premises on which the building is located, and shall contain the legend "THIS HISTORIC BUILDING TO BE DEMOLISHED", together with a statement that includes the date, time and place of the hearing of the decision making authority before whom the public may testify. The applicant is responsible for assuring that the sign is posted for a continuous period of at least thirty (30) days.
  - D. If after 30 calendar days no party interested in purchasing or moving the property has come forward to the property owner, the City, or both, the decision making authority shall hold a hearing.
  - E. None of the preceding procedures listed in Section 50.45.7.A through D shall apply to the demolition of a historic building or structure if the Building Official has ordered the removal or demolition of such building because the Building Official has determined the building or structure to be dangerous to life, health or property.

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8. Not less than twenty (20) calendar days before the decision making authority's hearing, the applicant shall post at least one (1) signboard provided by the Director for that purpose. The signboard shall be posted in a conspicuous place visible to the public on or in the vicinity of the property subject to the application. The signboard shall state with minimum two (2)-inch high letters the case number; the telephone number where City staff can be contacted for more information. In the case of Non-Discretionary Annexation Related Zoning Map Amendments and Discretionary Annexation Zoning Map Amendments processed by the City, no site posting shall be required. [ORD 4265; September 2003]
9. All documents and evidence relied upon by the applicant shall be submitted to the City and made available to the public at least seven (7) days prior to the hearing. Documents and evidence relied upon by the applicant which is submitted later than seven (7) days prior to the hearing shall be received, provided however, upon request of any interested person, the decision making authority shall continue the hearing to a date and time certain which is not less than seven (7) days later and permit persons to present and rebut new evidence, argument or testimony in response to the documents and evidence submitted by the applicant later than seven days prior to the hearing.
10. Within approximately twenty eight (28) calendar days after the application has been determined to be or deemed complete, the Director shall convene the Facilities Review Committee to review technical aspects of the application with the applicant.
11. Within approximately thirty five (35) calendar days after the application has been determined to be or deemed complete, the applicant shall submit to the Director an affidavit certifying where and when the notices were posted.
12. Within approximately seven (7) calendar days after the Facilities Review Committee technical meeting, the Facilities Review Committee shall forward a written report to the Director.
13. Approximately twenty-one (21) calendar days after the Facilities Review Committee technical meeting, the decision making authority's initial hearing on the application shall take place.

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14. At least seven (7) calendar days before the date of the initial hearing on the application, the Director shall make available to the public a copy of the staff report for review and inspection, and shall provide a copy of the staff report and recommendation to the decision making authority and to the applicant and property owner. The Director shall provide a copy of the staff report to the public at reasonable cost upon request.
15. Hearings before the Planning Commission or Board of Design Review shall be conducted in accordance with Section 50.55 through 50.58 of this Code. Hearing before the City Council shall be conducted in accordance with Section 50.85 through 50.88 of this Code. Hearings shall be recorded on audio only or audio and video tape.
16. At the conclusion of the hearing on each application, the decision making authority shall take one of the following actions:
  - A. Continue the hearing to a date, time, and location certain, which shall be announced by the Chair. Notice of date, time and location certain of the continued hearing is not required to be mailed, published, or posted, unless the hearing is continued without announcing a date, time, and location certain, in which case notice of the continued hearing shall be given as though it was the initial hearing.
  - B. Deny the application, approve the application, or approve the application with conditions.
    1. If the decision making authority takes action pursuant to Section 50.45.16.B, the decision making authority shall announce a brief summary of the basis for the decision, and that a land use order will be issued as provided in Section 50.45.17; provided, the proceedings may be continued for the purpose of considering such land use order without taking new testimony or evidence.
    2. Provisions for holding a record open or continuing a hearing set forth in ORS 197.763 (6) shall apply under this Ordinance in a manner consistent with state law.

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- C. In the case of Street Vacation, Quasi-Judicial Zoning Map Amendment, Discretionary Annexation Related Zoning Map Amendment applications, if the Council intends to adopt an ordinance to vacate a street or change a zoning designation, the City Attorney shall prepare same. An ordinance shall thereafter be adopted pursuant to the City Charter. The City Council shall adopt or approve written findings which demonstrate that the approval complies with applicable approval criteria.
17. After the public record closes, a written decision in the form of a land use order shall be prepared regarding the application. The land use order shall include:
- A. A listing of the applicable approval criteria by Development Code section number.
  - B. A statement or summary of the facts upon which the decision making authority relies to find the application does or does not comply with each applicable approval criterion and to justify any conditions of approval. The decision making authority may adopt or incorporate a staff report or written findings prepared by any party to the proceeding into the land use order to satisfy this requirement.
  - C. A statement of conclusions based on the facts and findings.
  - D. A decision to deny or to approve the application and, if approved, any conditions of approval necessary to ensure compliance with applicable criteria.
18. Within approximately seven (7) calendar days from the date that the decision making authority adopts a land use order, the Director shall cause the order to be signed, dated, and mailed to the applicant, the property owner, the NAC in which the subject property is located, and other persons who appeared orally or in writing before the public record closed. The land use order shall be accompanied by a written notice which shall include the following information:

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- A. Except for a Street Vacation application, a statement that the decision is final but may be appealed as provided in Section 50.70 within ten (10) calendar days after the date of the signed notice is dated and mailed. The appeal closing date, which is ten (10) days after the date the signed notice is dated and mailed, shall be set forth in boldface type. The statement shall generally describe the requirements for filing an appeal.
- B. In the case of a Street Vacation application, a statement that the decision is final, but may be appealed to the Land Use Board of Appeal as provided in ORS 197.805 through ORS 197.860.
- C. A statement that the complete case file is available for review. The statement shall list when and where the case file is available and the name and telephone number of the City representative to contact for information about the case.

**50.50. Type 4**

1. The initial decision making authority for Type 4 applications shall be either the Planning Commission or the Board of Design Review. The Commission's or Board's decision on a Type 4 application shall be a written recommendation, which is forwarded to the City Council. The City Council shall make the final decision on Type 4 applications as set forth in this Section.
2. Not more than forty (40) nor less than twenty (20) calendar days before the date of the initial hearing of the decision making authority on an ordinance that proposes to legislatively change the zoning map or to amend the text of the Development Code, the Director shall mail notice of the hearing to:
  - A. The applicant if other than the City.
  - B. All NAC in whose area there is property that in the Director's opinion could be affected by the proposed ordinance, if adopted.
  - C. Owners of property within the City for which the proposed ordinance, if adopted, may in the Director's opinion affect the permissible uses of land.
    1. The most recent property tax assessment roll of the Washington County Department of Assessment and Taxation shall be used for determining the property owner of record. The failure of a property owner to receive notice does not invalidate the decision.
    2. If a person owns more than one property that could be affected by the proposed ordinance if adopted, the Director may mail that person only one notice of the hearing.
    3. The notice of the initial hearing in a Type 4 procedure shall include at least the following information:
  - D. If required by ORS 227.186, a statement in bold type across the top of the first page of the notice that reads as follows: "This is to notify you that the City shall consider a proposed land use regulation that may affect the permissible uses of your land." [ORD 4312; June 2004]

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- E. The date, time, and location of the hearing.
  - F. The nature and purpose of the hearing.
  - G. The case file number, title, or both of the proposed ordinance to be considered at the hearing.
  - H. A listing of the applicable approval criteria by Development Code and Comprehensive Plan section numbers.
  - I. A statement that a copy of the staff report will be available for inspection at no cost at least seven (7) calendar days before the hearing, and a copy will be provided at reasonable cost, and the name and telephone number of a City representative to contact about the ordinance.
  - J. A statement that failure to raise an issue in a hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision making authority an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals on that issue.
  - K. Include a general explanation of the requirements for submission of testimony and the procedure for conduct of hearings.
  - L. If applicable, a statement that the ordinance is a result of an order of the Land Conservation and Development Commission or Metro.
4. At least ten (10) calendar days before the Planning Commission or Board of Design Review's initial hearing in a Type 4 procedure, the Director shall:
- A. Publish in a newspaper of general circulation in the City of Beaverton a summary of the hearing notice, including the date, time, and location of the hearing and the number and nature of the ordinance to be considered.
  - B. Make copies of the hearing notice available in at least City Hall and the City Library.



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5. At least seven (7) calendar days before the initial hearing in a Type 4 procedure, the Director shall publish a written staff report and recommendation regarding the ordinance and shall make available to the public a copy of the staff report for review and inspection. The Director shall provide a copy of the staff report at reasonable charge to members of the public upon request.
6. Initial hearings shall be conducted in manner specified in Section 50.55 through 50.58 of this Code. Hearings shall be recorded on audio or audio and video tape.
7. At the conclusion of the hearing on a Type 4 procedure, the following options are available to the decision making authority: [ORD 4265; September 2003]
  - A. Continue the hearing to a date, time, and location certain, which shall be announced by the Chair. Notice of date, time, and location certain of the continued hearing is not required to be mailed, published or posted, unless the hearing is not continued to a date, time, and location certain in which case notice of the continued hearing shall be given as though it was the initial hearing.
  - B. Hold open the public record for the receipt of additional evidence, argument, or both to a date and time certain which is not less than seven (7) calendar days after the hearing. The decision making authority shall state where additional written evidence and testimony may be sent, and shall announce any limits on the nature of the evidence that will be received while the hearing record remains open.
  - C. Recommend that the City Council reject or adopt the ordinance with or without certain changes, conditions, or both, together with a written justification for the recommendation; provided, the hearing may be continued to a date, time, and location certain for the purpose of considering such a written recommendation without receiving new evidence or argument.
8. After the public record closes, a written decision in the form of a land use order shall be prepared regarding the application.

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9. Within approximately seven (7) calendar days from the date that the decision making authority adopts a land use order, the Director shall cause the order to be signed, dated, and mailed to the persons who appeared orally or in writing before the decision making authority prior to the closing of the public record ("persons of record"). The land use order shall be accompanied by a written notice which shall include the following information:
  - A. A statement that the recommendation may be appealed as provided in Section 50.75 within ten (10) calendar days after the date the signed notice is dated and mailed. The appeal closing date, which is ten (10) days after the date the signed notice is dated and mailed, shall be listed in boldface type. The statement shall generally describe the requirements for filing an appeal.
  - B. A statement that the complete case file is available for review. The statement shall list when and where the case file is available and the name and telephone number of the City representative to contact for information about the case.
10. Not more than thirty (30) calendar days after the decision making authority issues its land use order and not less than ten (10) calendar days before the date of City Council consideration of the decision making authority's recommendation if the decision making authority's land use order was not appealed, the Director shall mail notice to the persons of record. The notice shall contain at least the following information:
  - A. The date, time, and location of the City Council meeting.
  - B. The nature and purpose of the City Council meeting.
  - C. The case file number, title, or both of the land use order to be considered at the City Council meeting.
  - D. A statement that a copy of the land use order is available for inspection at no cost at least (7) days prior to Council consideration, and a copy will be provided at reasonable cost, and the telephone number of a City representative to contact about the ordinance.

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11. Consideration by the City Council of the Planning Commission's or the Board of Design Review's recommendation on a land use order shall be conducted in accordance with the rules of procedure adopted by the Council, except as otherwise required by statute. The process for filing an appeal to City Council from the decision making authority's land use order is set forth in Section 50.75.
12. In the absence of an appeal from the Planning Commission's or the Board of Design Review's recommendation, at the conclusion of the City Council consideration of the decision making authority's land use order in a Type 4 procedure, the Council shall take one of the following actions:
  - A. Continue the matter to a date, time, and location certain. Notice of the date, time, and location certain of the continued matter is not required to be mailed, published or posted, unless the matter is not continued to a date, time, and location certain, in which case notice of the continued matter shall be given.
  - B. Remand the matter back to the Planning Commission, or as appropriate, to the Board of Design Review.
  - C. Approve the proposal, with or without certain changes. If Council approval indicates an intention to adopt one or more ordinances to amend the zone map, text, or both, then the City Attorney shall prepare the ordinance with findings. Ordinances shall thereafter be adopted pursuant to the City Charter. The City Council shall adopt or approve written findings which demonstrate that adoption will comply with applicable approval criteria.
  - D. Reject the proposed ordinance.
  - E. The City Council shall adopt or approve written findings which demonstrate that adoption of the proposed ordinance will or will not comply with applicable approval criteria.
13. Not more than five (5) calendar days after the date of the adoption or rejection of an ordinance, the Director shall mail or otherwise submit notice to the Department of Land Conservation and Development (DLCD) on DLCD forms provided for such notice.

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14. Not more than seven (7) calendar days after the date of the adoption or rejection of an ordinance, the Director shall mail or otherwise submit notice to persons who testified orally or in writing to the Planning Commission, Board of Design Review, or City Council while the public record was open regarding the proposed ordinance. The notice shall include at least the following information:
  - A. A brief summary of the ordinance.
  - B. The date of the decision on the ordinance.
  - C. The place where and the time when the ordinance and related findings may be reviewed.
  - D. A summary of the requirements for appealing the City decision on the ordinance under ORS 197.830 to 197.845.

**50.53. Expedited Land Division**

An application for and any appeal of an expedited land division shall be subject to the process provisions in ORS 197.360 through ORS 197.380.



